



TRANSCEND
Translation matters.®

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WEB ACCESSIBILITY EDUCATION

Checklist

Check your Text!	Yes	No	Check your Accessibility!	Yes	No
1. Is your text at the right grade level? <input type="checkbox"/> [Aim for 4 th -8 th grade]		<input type="checkbox"/>	10. Do your pages use: keyboard navigation, scalable font size and alt tags for blind and low vision users?..... <input type="checkbox"/>		<input type="checkbox"/>
2. Is text broken up into small chunks? <input type="checkbox"/> [Short paragraphs with guiding subheads]		<input type="checkbox"/>	11. Have you avoided frames and Flash, Real Player and other plug-ins? <input type="checkbox"/>		<input type="checkbox"/>
3. Is the flow of information intuitive and logical?* <input type="checkbox"/>		<input type="checkbox"/>	12. Have you used text equivalents for all non-text elements? <input type="checkbox"/> [Ex: images, animations, sounds, videopo, etc.]		<input type="checkbox"/>
4. Does each long section begin with a summary of what follows? <input type="checkbox"/>		<input type="checkbox"/>	13. Have you provided readable PDF formats? <input type="checkbox"/>		<input type="checkbox"/>
5. Is text written in 2 nd person [you] or narrative?..... <input type="checkbox"/> Ex: <i>Pages submitted for approval to the review board must be complete.</i> <i>You must submit completed pages to the review board.</i>		<input type="checkbox"/>	14. Do all departments phone numbers also list a TTY/TDD number? <input type="checkbox"/>		<input type="checkbox"/>
6. Have you used bold and <i>italic</i> sparingly? <input type="checkbox"/>		<input type="checkbox"/>	15. Does color, navigation, stylesheets, etc. meet state guidelines? <input type="checkbox"/>		<input type="checkbox"/>
7. Is the text direct and jargon-free?..... <input type="checkbox"/> Ex: <i>Fully functional e-Government portal for California</i> <i>A starting place to access any State of California web site</i>		<input type="checkbox"/>	16. Have you met all Level 1 and Level 2 (pts. 10.2 & 12.4) priorities of the W3C Guidelines? <input type="checkbox"/> <i>www.w3.org/WAI</i>		<input type="checkbox"/>
8. Is the font sans serif, 12-14 pt., adequate white space, with no ALL CAPS? <input type="checkbox"/> [Windows browsers display fonts 2-3 points larger than MAC browsers]		<input type="checkbox"/>	17. Can a text reader read the text in a logical sequence? <input type="checkbox"/> <i>www.delorie.com</i>		<input type="checkbox"/>
9. Do the graphics reinforce the content?*. <input type="checkbox"/>		<input type="checkbox"/>	18. Are your pages designed for 800 x 600 pixel screen resolution? <input type="checkbox"/>		<input type="checkbox"/>
			19. Are you planning ahead for Section 508? <input type="checkbox"/> <i>www.cast.org/bobby</i>		<input type="checkbox"/>

*Field Test It!

The only way to know for sure if users understand your text and can get what they want from your site is to field test. For a model field test instrument, contact: info@transcend.net.

Available in PDF format at:

www.transcend.net